



WASHINGTON STATE
OFFICE OF MINORITY & WOMEN'S BUSINESS ENTERPRISES

NOTICE TO CONSULTANTS

Request for Statement of Qualifications

“Econometric Model and Statistical Analysis of MBE/WBE/DBE Firms”

The Office of Minority and Women's Business Enterprises (OMWBE) is seeking Statements of Qualifications from consultants capable of providing an econometric model and statistical analysis of business revenue and employment data. OMWBE will be awarding one (1) agreement.

Project Description

Measuring the economic growth and development of minority, women and disadvantaged business enterprises is a requirement of Chapter 39.19 Revised Code of Washington. The purpose of this project is to provide an econometric model and statistical analysis of the growth and development of certified minority, women and disadvantaged business enterprises during the period of 1998 through 2002. The model and analysis must be presented in a manner and format that is easily understandable by the general public.

Evaluation Criteria

A qualifications-based selection process will be used to select the successful consultant for this project. Submittals will be evaluated, scored and ranked according to the information submitted in the following areas:

1. Identification of Consultant and Sub-Consultant(s), if any
2. Qualification/Expertise Consultant
3. Qualifications/Expertise of Sub-Consultants, if any
4. References/Past Performance of Prime Consultant
5. References/Past Performance Sub-Consultant(s), if any
6. Project Delivery Approach
7. Cost Factors

Scoring: Scale of 0 – (Low) to 20 (high) will be used to rate and rank each criterion.

Submittal

Content: The submittal shall separately address the following areas:

1. Identification of Consultant and Sub-Consultant(s) (Complete Attachment A: *Prime Consultant Information*) and Attachment B: *Sub-Consultant Information* for each Sub-Consultant, if any)
2. Qualifications/Expertise of Consultant
3. Qualifications/Expertise of Sub-Consultants, if any
4. References/Past Performance Prime Consultant
5. References/Past Performance of Sub-Consultant(s), if any
6. Project Delivery Approach
7. Cost Factors (Separately identify for Prime Consultant and Sub-Consultant(s), if any)

Number: One (1) original of the submittal must be received at the address indicated below.

Format and Length: The submittal shall be typed using a font size no smaller than 12 point, double-spaced on 8.5" x 11" paper. If charts or graphs are used, the associated text must be in a readable size font. Each page shall be separately numbered, with no more than ten (10) numbered pages, including transmittal letter, cover sheet, index and attachments/exhibits, if any.

Costs: All costs relative to the preparation and submittal of a Statement of Qualifications shall be borne by the submitting respondent. OMWBE shall have no obligation to reimburse any person or entity, including the successful proposer, for any costs incurred.

All materials submitted in response to this Notice become the property of OMWBE and will not be returned. All submittals received will remain confidential until OMWBE and the successful proposer sign the agreement to be prepared according to this Notice. All submittals are deemed public records as defined in RCW 42.17.250 through 42.250.340.

The submittal shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration:

- Submission of response to each evaluation criterion (Use "none" or "not applicable," as may be appropriate)
- Page limitations and font size requirements
- Submission date

MBE and WBE Goals

OMWBE has an overall annual goal for participation by Minority Business Enterprises of 8% and Women Business Enterprises of 4%. OMWBE assigned the following voluntary goals to this solicitation:

MBE: 10 %
WBE: 10 %

NOTE: Certification of the respondent or any of its sub-consultants will not affect the scoring.

Response Date

The submittal must be received at the following address no later than 5:00 p.m. Pacific Daylight Time on **August 5, 2003**:

**Office of Minority and Women's Business Enterprises
406 South Water Street
P.O. Box 41160
Olympia, Washington 98504-1160
Attn: Juan Huey-Ray, Acting Director**

Delivery of the submittal may be made by regular mail, postage prepaid, to the address indicated above, facsimile (360-586-7079) or electronic mail (jhuey-ray@omwbe.wa.gov)

Persons with disabilities may request the information in this Notice be prepared and supplied in an alternate format by calling 1-866-208-1064 (State toll free).

Question regarding this Notice, the submittal process or the technical aspects of the proposed Project should be directed to: Juan Huey-Ray, Acting Director, 1-866-208-1064 (State toll free) or jhuey-ray@omwbe.wa.gov.

ATTACHMENT A

Prime Consultant Information

Firm Name:		
Contact Person Regarding this Submittal's Information:		
Name:		Title:
Address:		
City:	State:	Zip Code:
Telephone:	Facsimile:	Email:
Federal Tax ID No:	Unified Business Identifier No.	D/M/WBE Certification No.:

ATTACHMENT B

Sub-Consultant Information

Firm Name:		
Contact Person Regarding this Submittal's Information:		
Name:		Title:
Address:		
City:	State:	Zip Code:
Telephone:	Facsimile:	Email:
Federal Tax ID No:	Unified Business Identifier No.	D/M/WBE Certification No: